

## LETTER TO RESPONDING LAW ENFORCEMENT AGENCIES

State of California—Business, Transportation and Housing Agency

GRAY DAVIS, Governor

**DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

P. O. Box 942898  
Sacramento, CA 94298-0001  
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File No.: 1.A11711.991259b.4

Dear:

Thank you for your response to my letter dated October 6, 1999, regarding the reporting of specified characteristics of members of the public contacted by your department. The California Highway Patrol will be recording data from the period of July 1, 1999, through April 30, 2000. The results of our collected data will be released to the Legislature by July 1, 2000. In order to include your information, agencies are being asked to submit their data by May 20, 2000. The California Highway Patrol is collecting race, gender, age, result and vehicle search information from all motorist contacts.

In order to assist you in reporting the data you collect, the Department has developed a worksheet (enclosed) in Excel that is available through e-mail at *RKLOPOTEK@CHP.CA.GOV*. However, the Department recognizes that each agency may be collecting different types of data. In order to accommodate any additional data you wish to submit, we have included blank lines on the worksheet. You may choose to submit your data by any method that is convenient for you.

Thank you for your participation in this project. The Department's Office of Research and Planning has been given the responsibility to gather all data and prepare the report. If you have any questions regarding this issue, please do not hesitate to contact me or Captain Larry Maher of the Office of Research and Planning at (916) 657-7237.

Sincerely,

D. O. HELMICK  
Commissioner

Enclosure

# **Allied Agency Public Contact Characteristics Reporting Format**

AGENCY NAME \_\_\_\_\_ REPORTING PERIOD \_\_\_\_\_

	TOTAL	BLACK	WHITE	HISPANIC	ASIAN	OTHER	MALE	FEMALE	VEHICLE SEARCHES	AGE*
IN CUSTODY ARRESTS										15-5-24 A. B. 25-32 C. 33-39 D. 40-48 E. 49-60+
NOTICE TO APPEAR										15-5-24 A. B. 25-32 C. 33-39 D. 40-48 E. 49-60+
WRITTEN NOTICE TO CORRECT VIOLATION										15-5-24 A. B. 25-32 C. 33-39 D. 40-48 E. 49-60+
VERBAL WARNING										15-5-24 A. B. 25-32 C. 33-39 D. 40-48 E. 49-60+
PUBLIC/MOTORIST SERVICE										15-5-24 A. B. 25-32 C. 33-39 D. 40-48 E. 49-60+

	TOTAL	BLACK	WHITE	HISPANIC	ASIAN	OTHER	MALE	FEMALE	AGE
VEHICLE SEARCHES									15-5-24 A. B. 25-32 C. 33-39 D. 40-48 E. 49-60+


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## DEFINITIONS FOR SAMPLE DATA COLLECTION FORM

In Custody Arrests	Self explanatory.
Notice to Appear	Citations issued for any code violation.
Written Notice to Correct Violations	A notice to Correct (written warning) issued for a mechanical, drivers license, or registration violation.
Verbal Warnings	Self explanatory.
Public/Motorist Service	Public/Motorist Service - Public contacts, such as providing information, assistance, or assisting the driver of a disabled vehicle.
Total	The total number of contacts for the corresponding field.
Race	The number of the members of the appropriate racial category (Black, White, Hispanic, Asian and Other) that were contacted. The combined number of the five racial data fields should equal the total box.
Male/Female	The gender of the contact. The total of these two boxes should equal the total box.
Vehicle Searches	The number of vehicle searches for the corresponding field.
Age	The groupings of the ages are to the right of the data entry box.
Vehicle Searches	<p>Indicate the total number of vehicle searches and detail out the information as above. For the purpose of this data collection, vehicle searches do not include the following:</p> <ul style="list-style-type: none"><li>• A vehicle inventory search conducted for the purpose of inventorying and safeguarding the property of the vehicle's owner.</li><li>• A vehicle searched incidental to a lawful arrest.</li><li>• A vehicle searched pursuant to a search warrant.</li></ul>